

**Minutes of SHARE Members Meeting held on Tuesday 22nd September 2015 at
The Parish Hall Golberdon commencing at 8.00pm.**

Present: David (Chair) & Sue Skelton, Mike & Ali Humphreys, David & Sharon Jackson, Peter (Secretary) & Maureen Tulloch, Sallie Waring, Mr Hextall & Mrs Hextall (non-member), Astrid Fischer, Kate Thomas and Geoff Clemerson.

Apologies were received from Geoff & Mary Hardman, Charles Harding, Adrian Cole, Chris Waring, Joan Veale, Steve and Liz Moir.

Minutes

1. The Minutes of the Public Meeting held on the 27th August 2015, proposed by Alison Humphreys and seconded by Kate Thomas, were unanimously approved.
2. Copies are to be emailed to Astrid Fischer and Sallie Waring.
3. **Finance Director** - The urgent need for a Finance Director / Treasurer was discussed. Sue Skelton offered her services and proposed by Peter Tulloch and seconded by Kate Thomas was unanimously approved and joins the Board with immediate effect as Finance Director.
4. **Publicity / PR / Newsletter** - Alison Humphreys offered her services and proposed by Peter Tulloch and seconded by Kate Thomas was unanimously approved and joins the Management Committee with immediate effect.
5. **Carbon Treasurer** – Sue Skelton agreed to take on this role on a temporary basis with immediate effect on the Management Committee.
6. **Membership Secretary** – Kate Thomas had already offered her services and formally proposed by Peter Tulloch and seconded by Astrid Fischer was unanimously approved and joins the Management Committee with immediate effect.
7. **Funding Co-ordinator** – Astrid Fischer offered her services and proposed by David Jackson and seconded by Mike Humphreys was unanimously approved and joins the Management Committee with immediate effect.
8. **Planning Liaison** – Someone will be required to take on this role in the not too distant future. David Jackson and Steve Moir are potential candidates and will have further discussions with the Share Board. The role would be to join the Management Committee.
9. **Annual Membership Subscription** – The current joining fee and payment to acquire a share is sufficient for ongoing membership of the society. It had been felt by some that an annual subscription might also be welcomed by way of an ongoing commitment. This could be used towards incidental costs/overheads. The matter will be brought to the AGM once the membership has the benefit of seeing the first year's accounts.

Registered in England and Wales, Registration Number 7141

Email: share@south-hill.co.uk

Registered Office:

Trewoodloe Barn,
Trewoodloe,
Golberdon, Callington,
Cornwall, PL17 7NJ

Supported by:



10. Membership Structure / Reporting –

1. DS explained that the Society would have a Board of Directors setting and interpreting the policy of the Society as determined by the membership and they would probably meet quarterly. Minutes once approved may be issued to the membership. Confidential matters may have to be excluded.
2. The day to day affairs of the Society would be carried out by the Management Committee consisting of the Directors and Officers and they would probably meet monthly. Minutes once approved would be available to the membership.
3. After discussion the membership decided that they would like to have quarterly meetings of the Society so that they can be kept abreast of the Society's workload and progress. Key matters could lead to more frequent or intermediate meetings as may be necessary. Minutes once approved would be available to the membership and within the Parish.
4. Formal minutes would be kept of all meetings.

11. **Corporate Governance** – DS explained that training in the governance of running a business was being freely offered and would be taken up by as many as could attend. Further information was awaited from CEP. This knowledge may also affect how the Society is managed.

12. Any Other Business:-

1. Once the SHARE **email address** has been finally established it will be added to all the formal paperwork. The current email address is on the formal letterhead.
2. **Timesheets** – For 'match funding' purposes PT asked that all Directors and Officers should keep records of their time spent on SHARE business. Please use the current excel weekly spreadsheet format (to be emailed out) as this assists with calculation/control. These should be emailed to the Finance Director, Sue Skelton, at least monthly.

13. **The first AGM will be held in September 2016.** Provisionally this would be Tuesday the 6th September 2016 commencing at 7.30pm. Venue to be confirmed.

14. **The first Management Committee Meeting** will be held on Tuesday 6th October 2015 and thereafter on the first Tuesday of each month. The meeting will commence at 7.30pm. Venue to be confirmed.

The meeting concluded at 8.45pm.

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(PT – 230915)

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